



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
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Carl L. Gromek, Chief of Staff  
State Court Administrator

### MEMORANDUM

DATE: January 12, 2005

TO: Chief Judges  
cc: Court Administrators and Probate Registers

FROM: Carl L. Gromek

RE: SCAO Administrative Memorandum 2005-02  
Caseload Report; Verification for Publication in Annual Report

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The State Court Administrative Office will be compiling your caseload data from last year on March 1, 2005, for publication in The Michigan Supreme Court Annual Report. You are responsible for reviewing, correcting, and verifying your caseload data through the online *Caseload Reporting System* (CRS) before March 1. A report which is not reviewed, corrected, and verified by March 1 will be included in the annual publication as it exists in the database on March 1 provided all four quarters have been submitted. A report which does not contain data from all four quarters will be published as "zero" caseload. A request to make corrections to the database after the due date may be granted at the discretion of me or the Deputy State Court Administrator; however, the corrections will not be included in the annual publication.

Below are instructions for finalizing your caseload report:

1. Finish entering or uploading the caseload data from the previous calendar year to the CRS no later than January 30.
2. Run the **Missing Reports** feature on the CRS to make certain there is no missing data.
3. Review the data on the CRS for accuracy and make corrections to the data.

#### **Recommended Steps for Reviewing Data**

- a. Run a full year detail report from your court's case management system.

- b. Generate the full year **Court Caseload Detail** output report available through the **View Reports** menu on the CRS. Ensure that there are no negative numbers on the ending pending line.
  - c. Compare the reports.
  - d. If they do not match, rerun each quarter from the case management system.
  - e. Make any necessary corrections to the caseload data before March 1.
  - f. Generate the full year **Court Caseload Detail** output report again and compare it to the full year detail report from your court's case management system. They should now match.
4. Once you are satisfied that the caseload data is accurate, generate the full year **Court Caseload Summary** output report available through the CRS. This summary will be published in The Michigan Supreme Court Annual Report. Once you are satisfied that the **Court Caseload Summary** is appropriate for publication, complete and submit the **Caseload Data Verification** form on CRS before March 1. You, as the chief judge, will receive an e-mail notice stating the data and time your verification was received by the State Court Administrative Office.

As stated previously, if a full year of caseload data has not been received by a court by March 1, your report will be included in the annual report showing "zero" caseload. If a full year of caseload data is received but not reviewed, corrected, and verified by March 1 it will be published as it exists in the CRS on March 1. **Please note that caseload data will not be reviewed by the State Court Administrative Office for accuracy or errors as a matter of course.**

Caseload data reported to the SCAO will be made available to anyone who requests it **only** after a full reporting year has been completed and the verification process is completed, except as authorized by me or the Deputy State Court Administrator.

If you have any questions about this process, please contact Amy Byrd at (517) 373-4864.